

## Information Technology Advisory Board

DECEMBER 17, 1997

### MEETING MINUTES

#### ATTENDEES:

Lew Davison, Chairman	Joyce Backes	Tom Boyer
Matt Blotevogel	Sam Foursha	Jan Grecian
Russ Helm	Gina Hodge	Rita Kerperin
Jim Latteman	Paul Peterson	Rex Peterson
Richard Pierce	Jim Poole	Jim Roggero
Cindi Rutherford	Dave Schroeder	Jim Schutt
Larry Seneker	Bruce Vieweg	Tony Wening
Chris Wilkerson	Rise' Willianson	Paul Wright

#### OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:30 a.m. on December 17, 1997 in the Interpretive Center of the Secretary of State's Office. He mentioned several revisions to the agenda and asked if anyone had any others. He welcomed everyone to final ITAB meeting for 1997.

#### APPROVAL OF MINUTES

1. Approval of the November 26, 1997, Information Technology Advisory Board Meeting Minutes

Lew asked for additions, deletions or corrections to the November 26, 1997 ITAB meeting minutes. Jim Roggero made a motion, seconded by Joyce Backes, that the minutes be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

#### GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Jan reported Mike is on a well-deserved vacation and she presented the CIO report.

a. Jan presented Lew Davison and Rita Kerperin with plaques of recognition for their work in supporting the ITAB during 1997.

b. Jan also distributed a copy of the IT Retention Statistics as presented at the IT Planning Board meeting last week. She mentioned certain areas in the database will be redesigned to present a clearer picture. Also the database needs to be updated to reflect resignations, etc. in the past several months. There are also no restrictions on usage of the information presented. Jan also mentioned she has a detailed breakdown of the supporting information for review or use. The Planning Board meet again in about 90 days.

c: Jan reminded the attendees that OIT has a contract for Tech-Chek which is costing \$12,000 a year and encouraged the agencies to use it.

ACTION REQUIRED: None - informational.

## 2. Nomination Committee Report (Lew Davison)

Lew reported the Nomination Committee met to consider candidates for the position of Vice-Chairman for 1998. Our present Vice Chairman, Betty Rottmann moves up to the Chairman position and a new Vice-Chairman is elected. The Committee offered the name of Jim Roggero for the 1998 Vice Chairman. Bruce made a motion, seconded by Rex, to approve the nomination of Jim Roggero as Vice Chairman for 1998. The Committee unanimously approved the nomination.

ACTION REQUIRED: Jim Roggero approved as Vice-Chairman.

## 3. SAM II Update (Jim Schutt)

Jim provided an update on the SAM II project. He mentioned the Steering Committee recently met and chose to implement the financial and purchasing package first. They will later move into the payroll systems area. Presently focus groups are being formed in the areas of purchasing, accounting, budgeting, personnel, etc. These groups will be working on developing policies.

The SAM II Steering Committee will be meeting tomorrow to discuss data warehousing. They will also be reviewing the overall project with AMS. All comments on SAM II should be funneled through the Steering Committee member for your department.

ACTION REQUIRED: None - Informational.

## 4. Software Standard (Chris Wilkerson)

Chris mentioned the Software Standards Committee met yesterday. He provided copies of materials from the previous meetings in March, June and September for their review.

Also if any other departments would like to have representation on the Committee, please notify Chris. Another meeting will be scheduled in about a month. At this meeting the Committee begin developing the framework.

The name of the Committee will be changed to Architectural Standards Committee,

ACTION REQUIRED: None - Informational. Notify Chris of any new members. He will schedule a meeting.

## 5. Year 2000 (Dave Schroeder)

Dave reported he has asked the departments to provide status reports and has received a number of these. He asked the departments to provide actual program numbers and if they have been tested. Reports will be prepared on a monthly basis beginning in January.

The Coordinating Committee will be meeting tomorrow. He also alerted the group that a lawsuit has been filed over the term "Y2K" and asked that we use the term "Year 2000" instead.

The project is presently about 12% complete statewide.

ACTION REQUIRED: Agencies to provide monthly status reports to OIT.

Remaining informational.

#### 6. Data Center Consolidation (Gerry Wethington)

Gerry was unable to attend. Lew reported the Highway Patrol and DOLIR consolidation with the State Data Center is now scheduled for January 9-11. The testing is presently 95% complete. The management control agreement and service level agreements should be signed shortly.

ACTION REQUIRED: None - informational.

#### 7. Prime Vendor (Larry Seneker)

Larry reported there was no meeting held since our last ITAB meeting. However, we are still experiencing problems with pricing on the web site on Gateway computers. Microsoft Select is now under the Prime Vendor contract. The cost is more expensive than it is when purchasing direct. Larry mentioned the Oversight Committee is working on this issue.

ACTION REQUIRED: None - informational.

#### 8. Help Desk Report (Betty Rottmann)

In Betty's absence, Paul Wright provided statistics on the DESE Help Desk contract. He indicated 71 calls were placed in August, 44 in September, 20 in October and 25 in November. While these calls to IBM were decreasing, the internal help calls in DESE remained constant. A survey is presently being circulated to the DESE staff and the results of this survey, along with these statistics, will be provided to Management for their review. The contract is up for renewal in January. For the number of calls handled in recent months at a cost of \$12,500 per month, this appears rather expensive. More detailed statistics are attached.

ACTION REQUIRED: Informational - none.

#### 9. Personnel Committee (Joyce Backes)

Joyce reported as follows:

- a.. The Personnel Advisory Board has approved the Computer trainee position at their December meeting. The position should become available on January 1.
- b. Work is still ongoing on the Inter-Graduate Recruitment system. Resume type information will be gathered and entered. This system will be in full operation in time for the Career Fairs this Spring and will be out on the internet.
- c. The Jefferson City Training Coalition will be meeting tomorrow. The three-minute video geared to High School students should be ready to review at that meeting.

The speakers bureau will be disseminating the videos, talking to the students, etc. It should also be available to preview by the ITAB group at their January meeting.

d. FAST-TRACK Training. Joyce mentioned the class has a capacity for twenty students. If anyone would like to schedule this type training for someone on their staff, please notify her. It will last eight weeks, be taught by CMSU, begin in the middle of January and cover the basics. Students will be tested periodically during the course. They will be using Tech Chek as part of the curriculum.

- Jan called attention to the fact that she received some very good resumes from prospective candidates and suggested they may want to take a second look at these. They were emailed to ITAB members recently.

ACTION REQUIRED: Video showing at January meeting. Provide Joyce with names of prospective Fast-track training students.

#### 10. Information Technology Education Advisory Committee (Jim Roggero)

Jim reported the Committee will be meeting this week. They are in the process of compiling their accomplishments for the past year. They are planning to present their recommendations on how to handle the cooperative training efforts ready for the January meeting. Chris reported a few examples of how the cooperative training effort saved money for the state. He also mentioned he is scheduling a Lotus Notes application development class in January, followed by an advanced class in February. If anyone has interest in sending someone to the classes, please notify him. Jim mentioned he had a mechanism set up to disseminate information to training personnel in the various agencies and offered this service to Chris.

**ACTION REQUIRED:** Jim will try to have Cooperative training information recommendations available at January meeting. Notify Chris of anyone you may want to send to Lotus Notes training.

#### 11. Internet/MOREnet (Bill Mitchell)

Tony Wening reported the DS3 backbone has been fully operational for about a month. Two of the internet connections are fully operational. One in Columbia is due to become operational any day and one in St. Louis is scheduled for late January. The Truman Building connection is operational with average usage at 13% and peak usage at 37%.

Tony is presently working with the Lt. Governor on a two-way interactive video session with the Russell Elementary School in Columbia. This should be available to all agencies in the near future.

To enable this video conferencing, client software is needed. MOREnet is working to get this software on the Prime Vendor contract. Cost of this software should be in the neighborhood of \$200. MoreNet will provide the reflectors.

Jim Schutt mentioned telecommunication costs have been rising considerably. OA has requested additional funding in their budget. Jim mentioned he received inquiries from some agencies regarding requesting additional funding in their respective budgets. He did not foresee problems with these requests.

**ACTION REQUIRED:** Informational - None.

#### 12. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Larry mentioned he has been discussing virus and security software with several vendors. He has also been in contact with the META group and found that the recommendation is to place the software on external servers. The software is presently on the Prime Vendor contract. He mentioned it would presently need to be purchased directly by the agencies since we do not have statewide standard relating to this.

Jim Schutt reported there are presently laws and policies on the books with penalties relating to a breach of security.

**ACTION REQUIRED:** Informational - None.

#### 13. Network Consolidation Study (Mike Benzen)

Larry mentioned Gail has a draft of the specifications for the next phase completed. It is presently out for review with all changes and comments due by January 5.

**ACTION REQUIRED:** Return comments to Gail by January 5.

Lew has a call in to AMS to invite them to a future ITAB meeting to discuss electronic commerce. Jim Schutt mentioned AMS also has other software packages that might be of interest to some members of this group. Lew indicated this might be briefly discussed at the meeting.

#### OTHER DISCUSSION:

Larry mentioned he received information on the Annual Report from a number of the departments and reminded the others that the information is needed by the second week of January.

Jan reported Rep. Larry Thomason is planning to introduce digital signature legislation patterned after the Utah law. Several other states have also adopted this legislation. NASIRE, along with the States organization for Purchasing and Comptrollers, are working on developing standards for certification. The Secretary of State's office has agreed to be the accreditation authority.

Jim Schutt mentioned OA would like to do a very small project utilizing JAVA and asked if anyone had any experience with JAVA. Several indicated they had done a small amount. Lew indicated Tier Technology has a group that has expertise in this area, Jim Latteman explained he had two CISCO Routers available if anyone would be interested.

Several expressed interest and will meet to discuss with Jim later.

Jan reported the Information Technology office is moving to the 13th floor of the Jefferson Building later this week.

#### NEXT MEETING:

A 1998 meeting schedule will be provided by the new Chairman in the near future.

Lew Davison

Chairman